



**POSITION:** Communications and External Affairs Intern

**ORGANIZATION:** U.S. Interagency Council on Homelessness (Federal Government Agency)

**LOCATION:** 1275 First Street, NE,  
NoMA/Gallaudet, Washington, D.C.

**START DATE/DURATION:** Immediate. Full-time position until Fall, 2014. Part-time position beginning in Fall.

**SALARY:** \$10/Hour

#### **DESCRIPTION OF RESPONSIBILITIES**

The mission of the U.S. Interagency Council on Homelessness (USICH) is to coordinate the Federal response on homelessness and to create a national partnership at every level of government and with the private sector to reduce and end homelessness in the nation while maximizing the effectiveness of the Federal Government in contributing to the end of homelessness. Currently, USICH is implementing the first-ever Federal Strategic Plan to Prevent and End homelessness, *Opening Doors*, as the Administration's response to this important issue. USICH is comprised of 19 federal agencies and entities, and currently chaired by Department of Housing and Urban Development Secretary Shaun Donovan.

The Communications and External Affairs team is seeking an undergraduate or graduate student to support its work on behalf of the nation's homeless population. The incumbent will report directly to the Director of Communications and External Affairs.

Varied assignments may include, but not be limited to:

- Writing, editing and providing graphic design support for a variety of publications, technical assistance materials, and other documents related to the work of USICH;
- Supporting USICH website content management and reporting on website analytics;
- Managing the agency's social media presence;

- Identifying innovative and interactive communications technologies and software and assisting with implementation;
- Tracking and analyzing appropriations, authorizing and other legislative developments;
- Assisting with a full spectrum of work to support the Agency's communications plan and strategies, and initiatives and the Agency's larger strategic plans, both internal and at the Council level.

The intern will also perform a variety of administrative duties to support the Communications and External Affairs team, which may include document preparation, answering calls, facilitating webinar and conference calls and responding to general questions related to work assignments. Assignments may also include note taking, research, drafting correspondence, work to support key initiatives, projects with policy leads and strategic communications tasks that support the goals of *Opening Doors*. Work may involve contact with top personnel at Council member and other government agencies, congressional staff, and the housing industry.

## **EXPERIENCE**

Applicants must be self-starters who are flexible, able to balance multiple competing tasks, work well under tight deadlines, and have excellent organizational skills. Additionally, applicants must have the ability to think critically, write succinctly, manage multiple deadlines, and work both independently and in a team environment. Position requires knowledge of Microsoft Office products and professional English writing and grammar conventions. The ideal applicants will have experience with communications including graphic design and website management, as well as have excellent research, writing, and editing skills.

## **HOW TO APPLY**

If interested, please send application materials, including a cover letter which includes your availability and resume, to [jobs@usich.gov](mailto:jobs@usich.gov).

Position open until filled.

USICH is an Equal Employment Opportunity employer. This position requires a background check. Direct Deposit is mandatory. This is a federal government, excepted service (Schedule A) position, open to all candidates with or without prior federal government experience.